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9 NOV 1973

MEMORANDUM FOR: Deputy Director for Management and Services
SUBJECT : Review of Directorate Functions
REFERENCE : (a) DD/M&S 73-3191 dtd 13 Aug 73
(b) DD/M&S 73-3573 dtd 6 Sept 73

1. This memorandum is for information only.
2. Referrents requested that the functions performed by the Office of Security be reviewed and documented to show the number of people and funds required to support each function.
3. The results of such a review are attached. Fifty-eight functions have been identified for the Office of Security. These functions have been assembled to conform with the current structure of the Office of Security. Funding for the items which benefit the Office as a whole have been included under the function of Management and Supervision.
4. Please advise if any further information is desired.

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Howard J. Osborn
Director of Security

Atts

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POLICY AND PLANS GROUP

Policy:

A. Act as a catalyst and coordinator for Office of Security policy matters. *(Function)*

- (1) Conduct a continuous review of Office of Security policy to ensure it is current, valid and in tune with the times.
- (2) Formulate and guide through to publication specific items of security policy.
- (3) Monitor the internal Office of Security coordination process of regulations and other policy issuances.
- (4) Act as senior policy advisor to the Director of Security.

B. Executive Secretary function. *(Function)*

- (1) Prepare various activity logs and reports.
- (2) Support the Director of Security in his role as CIA Member of the USIB Security Committee.
- (3) Provide secretary for Director of Security's weekly staff meeting.

(over)

- C. Responsible for Office's Records Administration function.
- D. Provide the alternate DCI member of the National Military Information Disclosure Policy Committee (NDPC).
- E. Review proposed legislation and Executive Orders to analyze, from the security standpoint, the anticipated impact upon the Agency.

Plans:

- A. Act as focal point for all planning functions.
- B. In coordination with other Office elements, prepare the annual program and revise its operating plan as compared to its actual execution plan.
- C. Prepare the annual report of the Office.
- D. Act as a catalyst, coordinator and senior advisor on objective formulation and tracking.

(1) Monitor and prepare documentation supporting the Director of Security's bi-monthly meetings with the DD/A on the progress being made on Office objectives (MBO).

POLICY AND PLANS GROUP (Cont.)

- (2) Monitor and coordinate reprogramming of funds required due to cost effective changes occurring in its development of Office plans.
- (3) MBO consultant for the Director of Security and senior management of the Office.
- E. Coordinate and handle programming for any use of ADP in Office operations.
- F. Responsible for ensuring fulfillment of the following Office objectives:
 - (1) Review of all Office policy.
 - (2) Evaluation of all Office functions.
 - (3) Analysis of Office paper flow.
 - (4) Costing of Office services.

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